

**MINUTES OF THE AUGUST 15, 2006
BUDGET AND PERSONNEL COMMITTEE MEETING**

Members Present

Nancy B. Conklin, Chairwoman

Glenn B. Wolffe

Anita W. Speidel

1. Call to Order.

Chairwoman Conklin called the meeting to order at 5:30 p.m. She asked that the Committee dispense with the Invocation and the Pledge of Allegiance.

2. Agenda Adoption.

Councilman Wolffe moved, seconded by Vice Mayor Speidel to adopt the agenda as presented. The vote was unanimous.

3. Presentation by Auditor David Hughes, Robinson, Farmer, Cox.

Chairwoman Conklin introduced Mr. David Hughes from Robinson, Farmer, Cox. Mr. Hughes stated that his firm was her this week conducting the Town's annual audit. The records are in good condition. He was pleased to see that the Town had established a new enterprise fund for water with the adoption of the Fiscal Year '07 budget. He stated the Town had several bond proceeds and capital expenditures which his team has been reviewing. He noted that retirement benefits in the form of health insurance would be audited and recorded as a liability for the Town in Fiscal Year '10. Councilman Wolffe asked about the changes in the Personal Property Tax Relief, which Mr. Hughes explained. Mr. Hughes also stated that beginning January 1, 2007, the Town would not be receiving 911 taxes or telecommunications tax directly from providers, but the tax will be sent to the state rather and the state will distribute it based on a special audit he is required to conduct prior to October 1, 2006.

Mr. Hughes stated that the Town's staff would be receiving the draft audit in 60 to 90 days.

4. Amendment to Section 303 – Holidays, of the Employee Handbook.

- Councilman Wolffe moved, seconded by Chairwoman Conklin to recommend to Council an amendment to the Employee Handbook to add Good Friday as a paid holiday.

The Committee discussed that Good Friday is a recognized holiday by the state and Accomack County. The Committee felt this addition would be a morale booster for employees.

The motion was unanimously approved.

5. Donation to the North Accomack Soccer League.

Councilman Wolffe moved, seconded by Vice Mayor Speidel to recommend to Council that the Town donate \$250.00 to the North Accomack Soccer League.

Chairwoman Conklin stated that the Town last donated \$250.00 to the soccer league in 1997.

The motion was unanimously approved.

6. Position Description for Planner.

- Vice Mayor Speidel moved, seconded by Councilman Wolffe to send the position description for a Planner to Council and to allow the Town Manager to revise the Minimum Training Requirements section to state that a Masters Degree was desired and certified planning certificate was desired.

The motion was unanimously approved.

7. Donation of Sick Leave to the Sick Leave Bank.

Chairwoman Conklin recognized Mr. J. W. Jeffries. Mr. Jeffries asked the Committee to consider allowing him to donate his accumulated sick leave which will total approximately 300 hours to the Sick Leave Bank upon his retirement. He also asked the Committee to consider a policy that would allow an employee to donate all or a portion of his or her accumulated sick leave to the Sick Leave Bank upon leaving employment with the Town.

The Employee Handbook states that “unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.”

Councilman Wolffe asked if there was any policy that prohibited the donation. Since there is not, the Committee’s consensus was that Mr. Jeffries could donate his unused sick leave to the sick leave bank.

**TOWN OF CHINCOTEAGUE
DRAFT JOB DESCRIPTION**

POSITION TITLE: DIRECTOR OF PLANNING

GENERAL DESCRIPTION OF DUTIES

Under **general** direction, the purpose of the position is **to work with the Planning Commission and Town Council** to guide long range land use planning and natural resource management for Town of Chincoteague and to implement related programs and regulations, including zoning, subdivision, erosion and sediment control, and flood plain management. This Director **May also serve as the Town's Zoning Administrator at times**. Employees in this classification perform supervisory and skilled technical work **and are required to work with the public, including public presentations**. The person in this position is responsible for monitoring changes in state and federal law and updating Town ordinances, as necessary, for consistency; initiating, preparing, and guiding through the adoption process revisions to the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance; preparing a variety of agenda, records, and documentation; conferring with the **Town Manager** on zoning and subdivision topics; responding to public requests regarding land use management, natural resources, flood hazards, etc.; **enforcing compliance with the Town's zoning, subdivision, and County wetland ordinances; serving on a variety of committees and Boards; and** Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; trains employees.

At times enforces the Town's Zoning and Subdivision Ordinance and the Accomack County Wetlands Ordinance.

Prepares and manages departmental budgets.

May serve as Secretary to the Board of Zoning Appeals.

Reviews and approves site plans for compliance to the Zoning Ordinance and other ordinances and reviews and approves subdivision plats.

Determines flood zone elevations; reviews County wetland applications for completeness, including site visits for jurisdictional checks.

Secures GPS coordinates to determine physical addresses; determines zoning districts.

TOWN PLANNER

Investigates complaints for citizens.

Prosecutes violation of the zoning, subdivision ordinances; appears and testifies in court.

Monitors changes in state and federal law; updates Town ordinances as necessary for consistency.

Initiates, researches, prepares, presents and guides through the adoption process revisions to the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance.

Prepares agendas, informational items, staff reviews, etc., for Planning Commission meetings; reviews and prepares staff reports on subdivision applications, conditional use permits, and rezonings.

Confers with ***Town Manager*** and works with Zoning Administrator on zoning and subdivision topics.

Responds to public requests regarding land use management, natural resources, flood hazards, etc.

Oversees administration of Erosion and Sediment Control Program; performs site visits; reviews plans; processes permits.

Meets and confers with applicants regarding land use development permits; writes/types correspondence to applicants regarding land use development permits.

Makes presentations to the Town Council and the Planning Commission.

Performs special projects as requested by Town Council ***or*** Town Manager.

Applies for and administers grant funding for land use related activities.

Writes press releases and conducts media interviews; makes presentations to local civic organizations, as requested; prepares and submits advertising for Planning Commission public hearings.

Performs zoning map and flood map determinations.

Prepares annual NFIP CRS recertification application and documentation.

Analyzes parcel status, contacts property owners; prepares staff recommendations; conducts public meetings.

Represents the Town on various regional and state committees, studies, etc.; sits in on the Accomack-Northampton PDC, Safety & Transportation Committee; sits in on E.S. Soil and Water Conservation District Technical Advisory Committee; attends meetings and conferences related to land use planning and resource management.

Participates in planning and provides support to the Town's Emergency Services Division; assists in damage assessment during natural disasters.

MARGINAL FUNCTIONS

© Town of Chincoteague

TOWN PLANNER

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Answers the telephone and takes messages.

Makes copies on engineering copier; stuffs envelopes for Planning Commission meeting packets.

Troubleshoots computers and performs computer maintenance.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelors degree in planning, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes professional planning; Experience with ESRI Arc Map 9.0 or greater, a master's degree in planning and/or AICP certification desirable; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia. Satisfactory completion of a DMV records check prior to employment.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to use, operate, and/or handle office equipment, such as a computer and printer, facsimile machine, copier, and telephone; and a motor vehicle.

Verbal Aptitude: Requires the ability to utilize a wide variety of descriptive data and information, such as State Code, planning and zoning texts, model ordinances and ordinances from other localities, soil maps, zoning and flood plain maps, CBLAD local assistance manual, and the Virginia Erosion and Sediment Control Handbook.

Mathematical Aptitude: Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

TOWN PLANNER

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem solution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Dexterity: Requires the ability to perform simple movements requiring moderate coordination, such as those required to operate office equipment and a motor vehicle.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors and depths. Some tasks require visual perception and discrimination, as well as oral communications ability.

Environmental Factors: Tasks may risk exposure to bright and dim light, but are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PERFORMANCE INDICATORS

The work performance of supervisory personnel of the Town of Chincoteague is routinely evaluated according to the performance criteria outlined herein:

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the Town of Chincoteague as such pertains to the performance of the essential duties of Town Planner. Has thorough knowledge of principles and practices of rural and urban planning. Has thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Has considerable knowledge of the organization of the department, and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has considerable knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.

Quality of Work: Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction with intra- and interdepartmental personnel, and any external entities with whom position interacts.

TOWN PLANNER

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Exhibits an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates appropriate and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

Cooperation: Accepts supervisory and managerial instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with established policies and procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation both intra- and interdepartmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships both intra- and interdepartmentally, and with external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards, to include regulatory entities. Ensures such standards are not violated.

Planning: Plans, coordinates and utilizes information effectively in a manner to improve activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means, and timing to achieve

TOWN PLANNER

established goals and objectives. Effectively and efficiently organizes, arranges, and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinates as well. Ensures personnel under charge understand what results are expected of them, and that each is regularly and appropriately informed of all matters either affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation, and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership, as well as the application of such principles to functions under charge. Provides adequate feedback to personnel under charge concerning their performance in terms of excellent, satisfactory, or lacking. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Establishes and maintains a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods, and procedures.

Delegating: Assigns duties and responsibilities as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence, and assist them in personal growth. Establishes and maintains confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result. Moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to all policies in the discharge of duties and responsibilities, and ensures the same for personnel under charge.

Policy Formulation: Maintains current knowledge of changes in operating philosophies and policies, and routinely reviews such policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the

TOWN PLANNER

relationship between operating policies and practices and morale and performance. Strives to ensure established policies enhance same.

Employee's Signature

Town Managers Signature

Date

Date

The Town of Chincoteague is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The town of Chincoteague will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

MEMORANDUM

TO: Mayor & Council

VIA: Budget & Personnel Committee

FROM: Robert G. Ritter, Town Manager

DATE: August 16, 2006

SUBJECT: Amendment to Section 303 – Holidays of the Employee Handbook

The budget and personnel committee has considered an additional paid holiday for employees at their meeting of August 15, 2006. Currently, the Town's Employee Handbook allows for ten paid holidays. The budget and personnel committee has approved an additional Holiday by adding Good Friday to the handbook. We believe this will increase employee morale. The Commonwealth of Virginia recognizes Good Friday as a paid holiday as does Accomack County. There will be minimal cost associated with this change because four police officers and four dispatchers will receive double time for working the holiday.

If the Mayor & Councils desires, a motion could possibly read as:

“ Move to adopt Good Friday as a day that the Town of Chincoteague recognize as an official holiday and include it in the Employee Handbook as a paid holiday.”